

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 15
FEBRUARY 12, 2014 – WORK SESSIONS**

Public Works Summary Minutes

Work Session was held between the County Commissioners and Public Works on Wednesday, February 12, 2014, at 9:00 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair **Staff: Pam Dill**
Kelly Emerson, Member - via teleconference
Helen Price Johnson, Member

Staff Present: Bill Oakes, Director, Bryant Mercil, Steve Marx, Doug Cox

Others Present: Elaine Marlow, Budget Director

Record @ 00:05

Subject/Description: HVAC Air Handling Units Law & Justice Center – Quote Award Recommendation

Attachment: Memorandum from Bryant Mercil to BOCC

Action Requested: Material and installation of four replacement condenser coils in the HVAC Air Handling Unit located on the roof at the south end of the Law & Justice Center. Public Works recommends contract award to lowest bidder, Barron Heating and Air Conditioning, Inc.; Amount \$61,232.88.

Follow Up: Okay with Board.

Subject/Description: Woodland Beach Road Reconstruction – Road Closure

Attachment: Memo dated 2/3/14 from Bill Oakes to BOCC

Action Requested: Approval of road closure during the reconstruction of Woodland Beach Road.

Follow Up: Okay with full Board.

Subject/Description: Comprehensive Plan Transportation Element update

Attachment: Memo dated 2/4/14 from Doug Cox to BOCC, draft materials

Discussion: Purpose of the first set of public meetings is to discuss resident's values and goals for the transportation system and present information on anticipated future growth scenarios and potential transportation challenges.

Human Services Summary Minutes

Work Session was held between the County Commissioners and Human Services on Wednesday, February 12, 2014, at 9:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:

Jill Johnson, Chair	Staff: Pam Dill
Kelly Emerson, Member – via teleconference	
Helen Price Johnson, Member	

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 16
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Staff Present: Jackie Henderson, Director, Jerry Pfannenstiel, Gary Cospers, VAB Chair, Mattie Rose, Charles Monahan, Chapter 47 Commander

Others Present: Elaine Marlow, Budget Director

Record @ 29:18

Subject/Description: Veteran's Assistance

Attachment: Ltr dated 1/13/14 from Charles Monahan, Disabled American Veterans, Chapter #47, to BOCC/Ltr dated 2/10/14 from Gary Cospers, VAB Chairman, to BOCC

Action Requested: Approval of Disabled American Veterans, Chapter #47 request for \$10,000.00 toward the purchase of a new van used to provide transportation to Island County veterans to their doctor's appointments at the VA hospital in Seattle.

Follow up: Okay with full Board to move request forward to Monday, February 24 consent agenda.

Jerry Pfannenstiel will come back to a March work session with specific veteran's assistance data.

Subject/Description: Board Appointment

Attachment: Ltr from Jackie Henderson to BOCC

Action Requested: Consider reappointment of Candy Trautman to the Northsound Mental Health Advisory Board.

Follow up: Okay with full Board to move recommendation forward to a Monday meeting.

Subject/Description: Board Appointment

Attachment: Ltr from Jackie Henderson to BOCC

Action Requested: Consider appointment of Robert Schoening to the Substance Abuse Advisory Board.

Follow up: Okay with full Board to move recommendation forward to a Monday meeting.

**Sheriff
Summary Minutes**

Work Session was held between the County Commissioners and the Sheriff on Wednesday, February 12, 2014, at 10:05 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair
Kelly Emerson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Sheriff Mark Brown, Wylie Farr, Kelly Mauck, Mayor Conard

Others Present: Elaine Marlow, Budget Director

Record @ 01:05:26

Subject/Description: Interlocal Agreement

Attachment: yes

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 17
FEBRUARY 12, 2014 – WORK SESSIONS**

Action Requested: Approval of Interlocal Agreement between Island County and the Town of Coupeville for the provision of Law Enforcement Services.

Follow-up: Okay with full Board to move forward to a Monday regular agenda.

Subject/Description: Purchase Order for new Sheriff Vehicles

Attachment: PO #9905

Action Requested: Approval of PO # 9905 for 7 ea 2014 Dodge Charger Police Vehicles: Amount: \$206,119.52 incl. WSST.

Follow-up: Okay with full Board to move forward to a Monday agenda.

**Juvenile & Family Court Services
Summary Minutes**

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, February 12, 2014, at 10:25 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:	Jill Johnson, Chair Kelly Emerson, Member Helen Price Johnson, Member	Staff: Pam Dill
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Staff Present: Brooke Powell, Court Administrator

Others Present: Elaine Marlow, Budget Director

Record @ 01:22:50

Subject/Description: Agreement for Professional Services

Attachment: yes

Action Requested: Approval of Agreement for Professional Services between Island County Superior Court and Allen R. Emerson and Associates for pro tem court reporter services; January 1, 2014-December 31, 2014; Amount: \$190/day; \$95/half day

Follow up: Okay with full Board to move forward to a Monday agenda.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, February 12, 2014 at 10:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:	Jill Johnson, Chair Kelly Emerson, Member - via teleconference Helen Price Johnson, Member	Staff: Pam Dill
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Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director

Record @ 01:25:28

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 18
FEBRUARY 12, 2014 – WORK SESSIONS**

Subject/Description: Job Requisitions

Attachment: yes

Action Requested:

Sheriff

- Deputy Sheriff, new position, Gd 10, step 3, #012/14
- Deputy Sheriff, new position, Gd 10, step 3 #013/14

Commissioner Price Johnson moved to approve Job Requisition #012/14 and #013/14 contingent upon approval of the Interlocal Agreement between Island County and the Town of Coupeville for the Provision of Law Enforcement Services. The motion was seconded by Commissioner Emerson and carried unanimously.

Facilities

- Facilities Lead, new position, NR 15-17, DOQ #010/14 – Pulled.

Subject/Description: Employment Contract, Director, Budget and Risk Management

Attachment: draft employment contract for Elaine Marlow

Action Requested: Approval to move forward with Employment Contract for Elaine Marlow reflecting new title and increase in pay.

Follow up: Okay to move contract forward to Monday's agenda with the addition of current GSA functions less Property Management.

Subject/Description: Support Services/Facilities

Attachment: yes

Discussion: Suggested options:

1. Support Services Director (supervises IT Lead and Facilities Lead)
2. Facilities Director & IT Director report to BOCC (eliminating lead positions)
3. Facilities Lead & IT Lead report to individual Commissioners
4. Facilities moves under Public Works/Parks moves to GSA (possible IT Director)

Follow up: A majority of the Board agreed to move forward with Option 2. Melanie Bacon will develop job descriptions for the Facility and IT Director's positions.

Island County Treasurer

Summary Minutes

Work Session was held between the County Commissioners and the Treasurer on Wednesday, February 12, 2014, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair
Kelly Emerson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Present: Ana María d Nunez, Treasurer, Jill Smith

Others Present: Elaine Marlow, Budget Director

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 19
FEBRUARY 12, 2014 – WORK SESSIONS**

Record @ 2:00:30

Subject/Description: Solicitation of Title Report bids

Attachment: yes

Action Requested: Solicitation of bids for Title Reports for those properties included on the Certificate of Delinquency.

Follow up: Okay with full Board to move forward with resolution approving specifications and authorizing call for bids for title reports for the 2014 Tax Foreclosure Auction.

Subject/Description: Personal property write-offs

Attachment: resolutions

Action Requested: Approval to move forward with resolution in the matter of cancellation of uncollectible personal property taxes as of February 2014.

Follow up: Okay with full Board to move resolution forward to a Monday agenda.

Subject/Description: Property tax foreclosure

Attachment: none

Action Requested: Approval to move forward with resolution issuing certificate of delinquency for only 2011 and prior unpaid taxes.

Follow up: Okay with full Board to move resolution forward to a Monday agenda.

Subject/Description: Supplement processing update

Attachment: yes

Information: Ana Maria provided a spreadsheet listing supplements created and completed from 2011 through February 7, 2014 as well as the number of supplements outstanding per year of acceptance. She expects supplements to be current by June 2014.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, February 12, 2014 at 11:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair

Staff: Pam Dill

Kelly Emerson, Member - via teleconference

Helen Price Johnson, Member

Staff Present: David Wechner, Director, Paula Bradshaw, Will Simpson, Brad Johnson

Others Present: Elaine Marlow, Budget Director

Record @ 02:15:15

Subject/Description: 2014 Long Range Work Program

Attachment: draft work program

Information: Brad Johnson briefed the Board on the draft 2014 Long Range Work Program.

Subject/Description: Regional Population Allocations

Attachment: Issue Paper and PowerPoint Presentation

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 20
FEBRUARY 12, 2014 – WORK SESSIONS**

Information: Staff presented a PowerPoint providing a synopsis of the methodology, previous efforts, trends, and findings discussed in the Regional Allocations of the 2036 Countywide Population Projection issue paper.

Follow up: Schedule a public hearing to consider a resolution in support of the regional allocations.

Subject/Description: **Paladin Data Systems contract for SmartGov Software Contract**

Attachment: Memorandum dated 2/5/14/Paladin Data Systems Corporation Statement of Work

Information: Kelly Whitney, Permit Manager, will serve as project coordinator for the implementation of the software to alleviate the cost of using a consultant. Staff training is scheduled for the last week of February, first week of March.

Estimated Cost: \$21,400.00; Annual license, product support and maintenance fee is \$21,348.00.

Follow up: Okay with full Board to move forward with contract pending legal review.

**Department of Natural Resources
Summary Minutes**

Work Session was held between the County Commissioners and the Department of Natural Resources on February 12, 2014 at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Kelly Emerson, Member
 Helen Price Johnson, Member

Staff Present: **Keith Higman, Director, Jill Wood**

Others Present: **Elaine Marlow, Budget Director**

Record @ 03:30:45

Subject/Description: **Status update for Marine Resources Committee Coordinator position**

Attachment: none

Information/Discussion: A review team consisting of Keith Higman, Jill Wood, Helena Hennighausen, and Lenny Corin, MRC recommended contracting with Kristen Cooley Stavros for the MRC Project Coordinator position.

Follow up: Keith will bring forward a draft contract for Board review.

**Budget Director/GSA/IT
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, February 12, 2014, at 1:15 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Kelly Emerson, Member - via teleconference
 Helen Price Johnson, Member

Staff Present: **Elaine Marlow, Budget Director, Bob Thomas**

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 22
FEBRUARY 12, 2014 – WORK SESSIONS**

Subject/Description: City of Langley's Rural County Economic Development Application

Attachments: Ltr dated 1/29/14 from Fred McCarthy to BOCC

Action Requested: Approval of Rural County Economic Development Sales Tax Funds for 2013 to the City of Langley in the amount of \$257,577.00 for Wharf Street Funicular Project.

Follow up: Okay with full Board to move forward to a Monday agenda.

EXECUTIVE SESSION

The Board recessed at 2:05 p.m. and met in Executive Session, as allowed under RCW 42.30.110(1)(i) to discuss with legal counsel litigation or potential litigation. The Board reconvened at 3:10 p.m. in open public session.

Record @ 04:33:25

Subject/Description: Consider appointments/reappointments to the Camano Island Mosquito District

Attachments: yes

Action Requested: The Board considered appointments/reappointments to the Camano Island Mosquito District, Positions 3 & 5.

Follow up: *Commissioner Price Johnson moved to reappointment Boyd Kallicott, Position #3 and William Watkins, Position #5 to the Camano Island Mosquito District. The motion was seconded by Commissioner Johnson.*

Commissioner Emerson moved to appoint Tim Bragg to Position #3 or #5. The motion died for lack of a second.

The motion made by Commissioner Price Johnson to reappoint Boyd Kallicott, Position #3 and William Watkins, Position #5 to the Camano Island Mosquito District carried with a vote of 2-0. Commissioner Emerson opposed.

Subject/Description: Consider appointments/reappointments to the Law & Justice Council

Attachments: yes

Action Requested: The Board considered appointments/reappointments to the Law & Justice Council, Positions 2, 4 & 6

Follow up: Okay with full Board to move recommendation forward to a Monday agenda.

Subject/Description: Consider appointments to the Water Resource Advisory Committee (WRAC)

Attachments: yes

Action Requested: The Board considered appointments to the Water Resource Advisory Committee (WRAC), Position #5.

Follow up: Okay with majority of Board to move recommendation forward to a Monday agenda.

Subject/Description: Consider appointments to the Conservation Futures Technical Advisory Committee (TAG)

Attachments: yes

Action Requested: The Board considered appointments to the Conservation Futures Technical Advisory Committee, Position #6.

Follow up: Okay with full Board to move recommendation forward to a Monday agenda.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 23
FEBRUARY 12, 2014 – WORK SESSIONS**

Subject/Description: Consider appointments to the Conservation Futures Citizens Advisory Board (CAB)

Attachments: yes

Action Requested: The Board considered appointments to the Conservation Futures Citizens Advisory Board (CAB), Position #2.

Follow up: Okay with majority of Board to move recommendation forward to a Monday agenda.

Commissioner Emerson excused herself from the remainder of the meeting.

Subject/Description: Update on Board Committee assignments

Attachments:

Information/Discussion:

Commissioner Johnson

Joint Administration Board (Tourism) - has some concerns about the following proposed legislation:

- HB 2212/SB 6151 - Authorizes a county legislative authority to create a cultural access program by ordinance and impose a local sales and use or property tax levy.
- HB 2229/SB 6195 - Enacts the structure of a mechanism that will provide funding for a state tourism marketing program, including the sources of funding and governance organization which will determine the specific use and allocation of the funds.

Technology Committee – Continuing to work on social media policy and the role of the committee.

North Sound Mental Health Administration – Presentation of the 2013 Annual Progress Report summarizing the progress made on NSMHA's 4 highest Strategic Goals and the key tasks being proposed for 2014.

Marine Resource Committee – Funding for derelict gear removal.

Opportunity Council – Medicaid enrollment in Island County. Commissioner Johnson will follow up to ensure that Island County is getting the same level of service as Whatcom County and San Juan County.

Commissioner Price Johnson

Economic Development Council - Moving forward with a work plan that focuses on existing businesses and start-ups and regulatory reform.

University Center of North Puget Sound - Currently offering a Mechanical Engineering program and will begin offering Electrical Engineering, Hospitality Business Management and Communications programs in the fall of 2014. WSU is requesting additional funding in the 2014 supplemental operating budget to bring two additional programs to the center in 2015.

Department of Commerce - Community Economic Revitalization Board (CERB) – Webinar scheduled for 2/13/14 on grants and financing programs for public infrastructure/opportunities for economic development in rural areas.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 24
FEBRUARY 12, 2014 – WORK SESSIONS**

NACo

April is National County Government Month - Counties are encouraged to actively promote government programs and services and raise public awareness and understanding about the roles and responsibilities of county government.

Homeowner Flood Insurance Affordability Act – Commissioner Johnson will follow up on the progress of the flood study with Andy Griffin, Building Official.

NACo Prescription Discount Card Program – Commissioner Johnson will follow up with Keith Higman.

Local Government Performance Center – Opportunities for free training courses, workshops and technical assistance.

Subject/Description: Travel to Washington DC with the NAS Whidbey Task Force in March

Attachment: none

Information: Commissioner Johnson shared with the Board her invitation to travel to Washington DC with the NAS Whidbey Task Force on behalf of Island County.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Jill Johnson, Chair

Kelly Emerson, Member

Helen Price Johnson, Member

ATTEST:

Debbie Thompson, Clerk of the Board